

Gord Brown Memorial Canada 150 Outdoor Rink Advisory Panel			
Subject:	Terms of Reference	Issued by:	Council
Applies to:	Gord Brown Memorial Canada 150 Outdoor Rink		
Establishing By-law No.:	2019-027	Amending By-law No.:	2019-045
		Effective Date:	April 16, 2019

1. Background/Mandate:

While it is the legislative mandate of a Municipal Council to make the final decision on all matters that affect the Municipality, the role of an Advisory Panel is to provide recommendations, advice and information to Town Council on specialized matters. These matters assist in enhancing the quality of life of the community, in keeping with the Municipal Council’s goals and objectives. Advisory Panel members shall conduct themselves in keeping with the Town’s policies, procedures, directives and Procedure By-law.

2. Authority:

Authority transfer is restricted to the scope described herein, unless an amendment is explicitly authorized by Council.

3. Scope

3.1. The Gord Brown Memorial Canada 150 Outdoor Rink Advisory Panel reports to the Town Council and provides input, advice and makes recommendations on the marketing, promotion, events, tournaments, use and development on matters affecting the Gord Brown Memorial Canada 150 Outdoor Rink.

3.2. The Panel serves as an advisory, resource and information support group to the Municipal Council, and to encourage and promote sustainable programs and functions such as the following:

- 3.2.1 In cooperation with Town staff, secure the necessary financial resources for the construction and development of the rink;
- 3.2.2 In cooperation with Town staff, ensure that annual operation and events are financially sustainable;
- 3.2.3 In cooperation with Town staff, develop and implement a marketing and promotion plan for the rink;
- 3.2.4 In cooperation with Town staff, schedule and coordinate various events and tournaments for the rink;
- 3.2.5 In cooperation with Town staff, develop applications to secure government funding to enhance recreational use of the rink.

4. Reports To:

- 4.1. The Gord Brown Memorial Canada 150 Outdoor Rink Advisory Panel reports to Council through the Committee of the Whole.

5. Composition:

5.1. Membership:

5.1.1. Qualifications:

- 5.1.1.1. Demonstrated knowledge and understanding of recreational and sports matters; as well as knowledge of rink operations.
- 5.1.1.2. Proven analytical and decision-making skills;
- 5.1.1.3. Experience working on a committee, task force or similar setting;
- 5.1.1.4. Availability and willingness to attend meetings; and
- 5.1.1.5. Excellent oral and written communication skills.
- 5.1.1.6. Demonstrated knowledge of promotional and marketing skills.

5.1.2. Voting Members:

- 5.1.2.1. The Advisory Panel shall consist of a minimum of five (5) members and a maximum of ten (10) members:
- Member(s) Council – 2
 - Citizen Member(s) – minimum 3 / maximum 8

5.1.3. Absence:

- 5.1.3.1. Any citizen who is absent from three (3) consecutive regular meetings without leave of absence or without satisfactory reason shall forthwith cease to be a member and the Recording Secretary shall advise the Clerk.

5.1.4. Resignation of Citizen Member(s):

Any member wishing to resign shall provide their resignation in writing to the Chair with a copy to the Clerk.

5.1.5. Filling Vacancies:

Vacancies shall be filled per the Procedure By-law.

5.1.6. Term:

- 5.1.6.1. The Term of office for Advisory Panel members shall end with the term of Council, unless otherwise legislated.
- 5.1.6.2. The Advisory Panel is a standing Committee / Advisory Panel of the Council. The Term of the Advisory Panel is indefinite and may be only disbanded by Council.
- 5.1.6.3. Meetings of any Committee of the Council or Advisory Panel shall be open to the public, except for internal working group(s) or as provided in the Act.

6. Support Resources:

- 6.1. Technical Advisor: The Parks and Recreation Manager or designate shall be the Technical Advisor.
- 6.2. Recording Secretary: Administrative Assistant
- 6.3. Attendance by the Technical Advisor (or designate) and Recording Secretary shall be mandatory for all meetings.

7. Procedures:

- 7.1. The Advisory Panel shall establish a meeting schedule and publish to the Town's website. The schedule shall include at least four (4) regular meeting per year.
- 7.2. All sitting members eligible to vote, including the Chair, must vote.
- 7.3. Provide the approved minutes, signed by the Chair and Recording Secretary to the Clerk for the official records. With respect to the last meeting prior to an election, the minutes shall be approved as per the Procedural By-law.
- 7.4. The Terms of Reference constitutes the Administrative Practices and Procedures of the Panel.

8. Quorum:

- 8.1. Reference Procedure By-law.
- 8.2. If no quorum is present fifteen (15) minutes after the time appointed for a meeting, the Recording Secretary shall record the names of the members present and the meeting shall stand adjourned until the date of the next meeting.

9. Conflict of Interest:

- 9.1. The principles of the Council Code of Conduct Policy, apply to this Advisory Panel. Failure to adhere to this requirement will result in the individual being removed from the Advisory Panel.

10. Remuneration:

- 10.1. There is no annual stipend for members of the Advisory Panel.